



# **POLICIES AND PROCEDURES**

## **MONTGOMERY COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES**

**TITLE CODE OF CONDUCT**

502

NO.

PAGE

1

OF 4

DATE

May 6, 1996

DIRECTOR APPROVAL

### **PURPOSE**

- 1.0 To establish the rules to govern personal activities and conduct of DFRS personnel.

### **APPLICABILITY**

- 2.0 All DFRS personnel in the Fire/Rescue Occupational Series

### **POLICY**

- 3.0 It is the policy of the DFRS to ensure that all personnel maintain an exemplary standard of personal integrity and ethical conduct in their relationship with other employees, fire/rescue volunteers and the community.
- 3.1 All employees are to adhere to Departmental policies and procedures, County Administrative Procedures, Executive Orders, Montgomery County Personnel Regulations and Charter and to conform to all laws applicable to the Fire-Rescue-EMS Services and the general public.
- 3.2 Employees on duty will conduct themselves in a professional manner that is above question or reproach in relation to physical contact. A "hands-off" policy is to be followed at all times.

### **RESPONSIBILITIES**

- 4.0 All uniformed employees are responsible for obeying a supervisor's lawful order. Should a supervisor issue an order which conflicts with a previously issued order, policy or procedure, the employee should respectfully call attention to the conflicting order and if not rescinded by the supervisor, the last issued order will stand. The responsibility for the order will rest with the issuing supervisor.
- 4.1 Supervisors will not issue any order which they know would require a subordinate to commit any illegal, or unethical acts.
- 4.2 Employees will not obey any order which they know would require them to commit illegal, improper or unethical acts.
- 4.3 Employees must avoid placing themselves, or being placed in a situation where a "supervisory relationship" could occur as outlined in Section 5.15.



## POLICIES AND PROCEDURES

MONTGOMERY COUNTY

DEPARTMENT OF FIRE AND RESCUE SERVICES

502

NO.

PAGE

2

OF 4

DATE

May 6, 1996

TITLE

CODE OF CONDUCT

DIRECTOR APPROVAL

- 4.4 Employees who are scheduled to work, such that they could be placed in a supervisor-employee relationship as outlined in Section 5.15, must advise the scheduling office and ask for an alternate assignment.

### CODE OF PERSONAL CONDUCT

- 5.0 Employees will, at all times, conduct themselves in such a manner as to reflect favorably on the DFRS and Fire-Rescue-EMS Service in general. While this policy applies at all times, it is especially important when employees are wearing any portion of a fire department uniform that identifies the Department, have in their possession anything that identifies them with the DFRS or are on County or Corporation property.
- 5.1 All information on incidents, operations and investigations is confidential. Employees will maintain confidentiality of information concerning Department investigations, operations or other privileged information, such as confidential information regarding incidents. Employees are prohibited from using confidential information for private gain.
- 5.2 Employees will submit all required reports in accordance with established policy and procedures. The reports will be accurate, honest, complete and timely.
- 5.3 Employees will be courteous and discreet toward each other, volunteer personnel and the public, and maintain proper decorum and command of temper. Employees will not use violent, insolent or obscene language in public, or as otherwise restricted, while on duty.
- 5.4 Employees will not consume or be under the influence of any alcoholic beverage or have alcohol on the breath while on duty or while wearing any part of the uniform with the DFRS insignia. All employees are prohibited from operating a County or Corporation vehicle while under the influence of alcoholic beverages or with the odor of alcohol on the breath. Employees must not consume any alcoholic beverage on Corporation or County property at any time, unless officially sanctioned.
- 5.5 Employees will not use, on or off duty, any narcotic or controlled or dangerous substance unless prescribed by a physician.



# **POLICIES AND PROCEDURES**

**MONTGOMERY COUNTY**

**DEPARTMENT OF FIRE AND RESCUE SERVICES**

**TITLE**

**CODE OF CONDUCT**

502

**NO.**

**PAGE**

3

**OF 4**

**DATE**

May 6, 1996

**DIRECTOR APPROVAL**

- 5.6 Individuals taking prescription or non-prescription medications, which may affect their job performance, will inform their supervisor as to the nature and scope of the medication's impact.
- 5.7 Employees will not authorize the use of their names, photographs, official titles, or insignia which identify them as employees of the DFRS in connection with testimonials or endorsements of any product or particular commercial enterprise without the written approval of the Director.
- 5.8 Employees must not participate in or gain from, a matter that involves a conflict of interest based upon; a) an ownership interest; b) the relationship of the employee to those who have an economic interest.
- 5.9 Employees will not take, tamper with or borrow without permission any DFRS or Corporation equipment or property or the personal property of another.
- 5.10 Employees will refrain from any "horseplay" while on duty.
- 5.11 Employees are responsible for the conduct of their guests at all times while on County or Corporation property. Unless approved by the Station Officer or as otherwise restricted by the Corporation, guests and visits must be limited to free time periods and not during scheduled activities or after 2300 hours.
- 5.12 All employees will treat County and Corporation property in such a manner as to maintain the property in good, clean and operating condition whenever possible.
- 5.13 No compensation, reward, gift or other consideration may be solicited or accepted by employees for personal benefit without special permission from the Director.
- 5.14 No employee will commit any act which constitutes conduct unbecoming a merit system employee. "Unbecoming" conduct includes, but is not limited to, any criminal, dishonest or improper conduct.
- 5.15 Personnel are not permitted to supervise another employee who is related to them by blood, marriage, or adoption. Additionally, personnel are prohibited from supervising another employee with whom they are involved in a "significant-other" relationship.



# **POLICIES AND PROCEDURES**

## **MONTGOMERY COUNTY**

### **DEPARTMENT OF FIRE AND RESCUE SERVICES**

**TITLE**

**CODE OF CONDUCT**

502

**NO.**

**PAGE**

4

**OF 4**

**DATE**

May 6, 1996

**DIRECTOR APPROVAL**

- 5.16 Employees related by blood, marriage, or adoption, or those involved in "significant-other" relationships, are allowed to work together, at the discretion of the Department, where neither employee supervises the other.

k:\codeofco.doc



**POLICIES AND PROCEDURES**  
**MONTGOMERY COUNTY**  
**DEPARTMENT OF FIRE AND RESCUE SERVICES**

TITLE

ABSENT WITHOUT OFFICIAL LEAVE

NO. 514

PAGE  
1 OF 5

DATE  
April 25, 1995

DIRECTOR APPROVAL

A handwritten signature in dark ink, appearing to be "J.A.", written over the "DIRECTOR APPROVAL" line.

**PURPOSE**

- 1.0 To establish procedures for reporting, investigating, and initiating disciplinary action (where appropriate), when employees are suspected of being Absent Without Official Leave (AWOL).

**APPLICABILITY**

- 2.0 All DFRS personnel in the Fire Protection Occupational Series.

**DEFINITIONS**

- 3.0 Absent Without Official Leave (AWOL) - Personnel are considered AWOL when they fail to report for duty to the work site at the scheduled reporting time or leave the work site prior to the end of the shift without a Supervisor's approval.
- 3.1 Stand-by - A Supervisor approved, short term period where one employee works for another. The period of stand-by time must not exceed two hours without permission of the District Captain.
- 3.2 Work Site - An employee's duty assignment for all or part of a shift as indicated by the lineup.

**POLICY**

- 4.0 Personnel employed by the Department of Fire and Rescue Services are required to report for duty as outlined in DFRS Policy #520, "Work Schedules," Section 3.1.
- 4.1 Employees must notify their on-duty work site Supervisor as soon as possible when they determine they will be late reporting for duty.
- 4.2 Personnel may arrange for a stand-by by an equally qualified employee for up to two hours under the following conditions:



**POLICIES AND PROCEDURES**  
**MONTGOMERY COUNTY**  
**DEPARTMENT OF FIRE AND RESCUE SERVICES**

**TITLE**

**ABSENT WITHOUT OFFICIAL LEAVE**

**NO.** 514

**PAGE**  
2 OF 5

**DATE**  
April 25, 1995

**DIRECTOR APPROVAL**

- a. Arrangements must be approved by the on-duty Supervisor at least thirty minutes prior to the beginning of a shift.
- b. The employee must arrange the stand-by.
- c. The stand-by must not require overtime to be paid.
- d. Personnel standing-by must report for duty on time and participate in all activities.

4.3 Personnel who are excused from being AWOL may be charged leave for the period of time they were absent. Such instances of excused AWOL's may include:

- a. lending assistance at an emergency scene while enroute to work. The employee may be required to provide documentation from the police or fire officer-in-charge.
- b. emergency illness where the employee or a family member must be taken to an emergency room or physician. The employee may be required to provide a note from the attending physician verifying the emergency and time of treatment.
- c. unforeseen circumstances which are verifiable at the supervisor's discretion.

4.4 Personnel are considered Absent Without Official Leave when they:

- a. fail to report for duty at their assigned work site at the scheduled reporting time;  
or
- b. leave a duty assignment prior to the end of the shift without a Supervisor's approval.

4.5 Personnel who are AWOL will be placed in a non-pay status for the period of time they were absent and may be subject to disciplinary action consistent with the appropriate Personnel Regulations.



**POLICIES AND PROCEDURES**  
**MONTGOMERY COUNTY**  
**DEPARTMENT OF FIRE AND RESCUE SERVICES**

**TITLE**

**ABSENT WITHOUT OFFICIAL LEAVE**

**NO.** 514

**PAGE**  
3 OF 5

**DATE**  
April 25, 1995

**DIRECTOR APPROVAL**

4.6 AWOL incidents and related disciplinary actions will remain in an employee's files consistent with applicable Personnel Regulations and the Bargaining Agreement.

4.7 An employee who fails to report for duty for three consecutive work shifts may be subject to termination consistent with the applicable section of the Personnel Regulations.

**RESPONSIBILITY**

5.0 Employees are responsible for:

- a. reporting for duty on time, in proper uniform and at the appropriate work site;
- b. notifying the on-duty Supervisor as soon as possible when the employee anticipates reporting for duty late; and
- c. completing an AWOL Report (Attachment 7.0) within one hour after reporting for work, and forwarding it to his/her Supervisor.

5.1 Immediate Supervisors are responsible for;

- a. making an entry in the station log book when an employee is AWOL (e.g.: "Firefighter Doe AWOL. Attempts to contact him/her unsuccessful");
- b. notifying the Division Scheduler and the on-duty Shift Captain, or appropriate Supervisor when an employee is late for duty and cannot be found;
- c. providing the employee with an AWOL Report when the employee reports for duty;
- d. ensuring the report is properly filled out and contains appropriate documentation; and
- e. signing the AWOL Report and forwarding it with comments to the employee's Captain before the completion of the Supervisor's shift.
- f. assuring that adequate personnel are available to meet normal station staffing.



## POLICIES AND PROCEDURES

### MONTGOMERY COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

TITLE

ABSENT WITHOUT OFFICIAL LEAVE

NO. 514

PAGE

4 OF 5

DATE

April 25, 1995

DIRECTOR APPROVAL

5.2 The Captain is responsible for;

- a. reviewing documentation submitted by the Supervisor;
- b. initiating appropriate disciplinary action for unexcused AWOLS via the chain-of-command;
- c. maintaining all AWOL Reports in the employee's supervisory file for a period of twelve months; and;
- d. ensuring that all appropriate pay notations are recorded on the employee's time and attendance sheet.

#### PROCEDURE

- 6.0 Employees must notify the on-duty Supervisor as soon as possible when they suspect they will be late reporting for duty.
- 6.1 Supervisors must make an attempt to locate employees suspected of being AWOL.
- 6.2 When an employee calls in and advises the on-duty Supervisor that he/she will be late for duty, the Supervisor must hold-over a member of the off-going shift, unless an approved standby exists, until the arrival of the employee.
- 6.3 When an employee is AWOL and has not called in nor been contacted to determine his/her work status, the Supervisor must:
  - a. notify the on-duty Captain, and the Division Scheduler requesting a replacement;
  - b. make an entry in the Station Log Book and note on the Daily Activity Report that an employee is AWOL (e.g.: "Firefighter Doe AWOL. Attempt to contact him/her unsuccessful"); and
  - c. forward an AWOL Report to the Captain advising him or her of the incident before the completion of the Supervisor's shift.





**POLICIES AND PROCEDURES**  
**MONTGOMERY COUNTY**  
**DEPARTMENT OF FIRE AND RESCUE SERVICES**

**TITLE**

**ABSENT WITHOUT OFFICIAL LEAVE**

**NO.** 514

**PAGE**  
5 OF 5

**DATE**  
April 25, 1995

**DIRECTOR APPROVAL**

6.4 Employees who are AWOL and report late for duty shall:

- a. report in proper uniform, ready for duty;
- b. report to the immediate Supervisor prior to signing the station log; and
- c. complete an AWOL Report and forward it to the on-duty Supervisor within one hour of reporting for duty.

6.5 The Captain will;

- a. review, complete, and if appropriate forward all information necessary to initiate a Disciplinary Action to the Bureau Chief, Program Support Services via the chain-of-command; and
- b. ensure that all appropriate pay notations are recorded on the employee's time and attendance sheet.
- c. notify the employee of the AWOL status in a timely fashion.

**ATTACHMENT**

7.0 AWOL Report

**CANCELLATION**

8.0 This policy cancels #514, Tardiness, dated 01/16/88 and #524, AWOL, dated 05/17/90.

k:\awol



DEPARTMENT OF FIRE AND RESCUE SERVICES  
MONTGOMERY COUNTY, MD.

## AWOL REPORT

To: \_\_\_\_\_

Date: \_\_\_\_\_

From: \_\_\_\_\_

Station Assigned: \_\_\_\_\_

Shift: \_\_\_\_\_

Scheduled Reporting Time: \_\_\_\_\_

Time Employee Notified \_\_\_\_\_

Actual Reporting Time: \_\_\_\_\_

Station: \_\_\_\_\_

Reason For AWOL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I Do ☐ Do Not ☐ want the union to receive a copy of this report

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee

Supervisor's Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor

### Disposition

Check One: ☐ Excused AWOL

☐ Unexcused AWOL

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor